

**MONROE COUNTY PLANNING DEPARTMENT
SPECIAL VACATION RENTAL MANAGER LICENSE APPLICATION**

Application Date _____

Application Fee \$35.00

Note: The applicant must complete the application in its entirety to be accepted for review. Please type or print all requested information on this form.

1. **APPLICANT'S NAME:** _____
MAILING ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
TELEPHONE: HOME: _____ **WORK:** _____
24 HOUR CONTACT TELEPHONE NUMBER: _____

2. **SUBAREA:** _____

3. **MANAGER'S LICENSE NUMBER** _____

The license shall be issued for a period of one year and renewable annually.

The vacation rental manager shall reside within and be licensed for only one subarea of the County where the vacation rental unit is located. The vacation rental manager shall be the designated contact person for responding to complaints made by neighbors against vacation rental tenants and responsible for maintaining the guest register, and official complaint response records for a vacation rental unit.

The vacation rental manager shall be available twenty four (24) hours a day, seven (7) days a week for the purpose of promptly responding to complaints regarding conduct and behavior of the vacation rental occupants or alleged violations of the vacation rental ordinance.

Complaints to the vacation rental manager concerning violations by occupants of vacation rental units shall be responded to within **one hour**. The neighbor who made the complaint shall be contacted by telephone or in person and informed as to the results of the actions taken by the vacation rental manager. A record shall be kept of the complaint and the manager's response for a period of at least three months after the incident, which shall be available for inspection by the Monroe County Code Enforcement Department during business hours.

The guest register shall list all of the vacation rental occupant's names, home addresses, telephone numbers, vehicle license plate and water craft numbers.

Each lease, provided by the owner, and this register shall be kept by the vacation rental manager and made available for inspection by Monroe County Code Enforcement Department personnel during business hours.

After notice is given to the vacation rental manager and a public hearing is held, a vacation rental manager license shall be revoked by the planning commission and/or fines levied by the code enforcement special master or court of competent jurisdiction upon finding of:

- a) a total of two or more “no responses” to complaints registered by the public concerning tenants not following terms of the Tenant’s Agreement during any single year of the vacation rental manager’s license; OR
- b) two or more violations of the duties and responsibilities of a vacation rental manager.

Fines or revocation of special vacation rental use permit: A special

An individual who has had his vacation rental manager’s license revoked shall not be eligible to resubmit an application for obtaining a new vacation rental manager license until two years after the date of revocation of his license.

To Be Completed By The Planning Department

Fee Receipt Number: _____ Date: _____

APPROVED FOR ISSUANCE OF LICENSE:

Director – Planning Department

Date: _____